

Assessor checklist – transition to HRW online application services

Evidence of identity (EOI) check

- Sight three matching original EOI documents, either two category A and one category B OR one category A and two category B.
- One of the category A documents must contain a full name, date of birth and be photographic and the photo is of the person undertaking assessment.

If a person cannot supply three matching EOI documents contact WHSQ for assistance either by telephone Assessor Direct 1300 632 756 or by email whsqlicensing@justice.qld.gov.au before conducting the assessment.

Retention of EOI documents

- Retain a copy of the EOI documents sighted (except a debit/credit financial institution card).
- Keep a record on the applicants file or on the back of the AS1 form that a debit/credit financial institution card was one of the three EOI documents sighted.
- Ensure the privacy standards are met in the retention, storage and disposal of private information i.e. EOI documents.

AS1 form

- Complete the AS1 form in the name as it appears on the photographic category A document including any middle names. If the document is a Drivers Licence this will usually facilitate a successful TMR validation.

Guidelines for applicants

- Give all applicants a copy of the 'Guidelines for application for a Queensland high risk work licence'.

Assessor Portal

- Enter AS1 information into the Assessor as normal.
- Enter the information as it is recorded on the AS1 form except any middle name which should not be entered.

Issue reporting

- Provide WHSQ advice of any issues as they are identified to assist in early rectification. Urgent issues or assistance can be advised over the telephone Assessor Direct 1300 632 756 otherwise contact should be by email to whsqlicensing@justice.qld.gov.au